

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 612-61A

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of  
Licensing and Regulation

Division of Labor and Industry  
Maryland Occupational Safety and Health (MOSH)

Item No.	Description	Retention
6.	<p>Amendment to change retention of item on schedule 612-61 dated 12/21/87.</p> <p><u>Research and Statistics Files</u></p> <p>d. <u>Annual Survey Reports</u></p> <p>These reports consist of summaries of all injuries and illnesses that occurred in an establishment. The employer furnishes basic information concerning the nature of the business, the number of employees, total cases, deaths, lost work day cases, and non-lost work day cases.</p> <p>*****</p>	<p>Retain for ten (10) years, then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

7/21/88 Joseph T. Seidel

Director  
Administrative Services  
Deputy Commissioner

7-14-88 Nancy B. Burkhalter

Date

Signature

Title

Schedule Authorized by

8/4/88

Date

State Archivist